

TAB

22 January 1957

CONFIDENTIAL

Suggestion No. 1279

Date of Suggestion: 11 October 1954

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Office of Operations

A. Summary of the Suggestion:

Suggester proposes the installation of an automatic underscore key on all IBM Electromatic typewriters.

B. Evaluations of the Concerned Offices:

Chief, Business Machines Service on 21 June 1956 made the following statement:

"All new machines are equipped with automatic underscore key. Old machines can be equipped for a cost of about \$8.00 for each machine.

"This is a good suggestion and should be followed up where the need exists."

"Comments and evaluations received from DD/I, OOR and OO failed to disclose that the suggestion has either been adopted or that any real benefit will be derived by the Agency.

C. Recommendation of the Executive Secretary:

Disapproval.

OK

CONFIDENTIAL

23 January 1957

SECRET
Suggestion Nos. 1513 and 2126

Date of Suggestion:

25X1A

DD/P/FE Division

Budget Officer GS-12

A. Summary of the Suggestion:

See paragraph one and two of the attachment.

B. Evaluation of the Concerned Office:

See paragraphs 2, 3, 4, and 5 of attachment.

C. Recommendation of the Executive Secretary:

Disapproval

OK →

16 January 1957

MEMORANDUM FOR: Chief, Suggestion Awards Staff

FROM: Chief, O & M Staff (DD/S)

SUBJECT: Brief of Suggestion Files No. 1513 and 2126

1. Suggester submitted his first recommendations in regard to Travel Order Form and method of preparation on 1 February 1955. Specifically, he suggested (1) that the Travel Order Form be pre-printed on ditto to insure sufficient copies, (2) that the form be on legal size paper to allow additional space under the Special Provisions section and (3) that the form be redesigned to allow for easier sterilization and additional space for Budget and Fiscal use. File No. 1513 was staffed out and received the following comments from the indicated offices:

a. Records and Services Division stated, by memorandum of 4 November 1955, that the suggestion as a whole would offer a "great deal of improvement" in travel order processing and format. This statement was supported by reference to only the ease of sterilization effected by the format. Exception was taken to suggester's indication of need for additional space in the Special Provisions Block.

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b. Memo to IAS from [] Acting Comptroller, dated 17 November 1955 commented that the addition of a block for certification of availability of funds by the budget officer would be worthwhile, but that others of the suggested additions "would not seem necessary or applicable for a general travel form."

c. In a memorandum dated 3 March 1955, [] Assistant Management Officer, DD/S Area, recommended the adoption of the suggestion for the reasons that it would eliminate the Request for Advance Form, provide sufficient legible travel order copies and eliminate the preparation of the Request for Travel Order Form. In addition, a savings estimate of \$15,000 per year was indicated.

2. The suggester on 10 November 1956 submitted an additional proposal (No. 2126) relative to No. 1513, which suggested the rubber stamping of Request for Advance on the bottom or reverse of Travel Orders. Comments and evaluations were then solicited on both suggestions.

a. A memorandum for the Record, dated 17 February 1956, signed by Chief, Forms Management Branch, stated in reference to No. 1513, that in the opinion of the Branch, 12 copies of a Travel Order are sufficient for distribution, Central Processing Branch requiring only 8 copies and good Records Management necessitating only 4 copies for internal distribution.

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1513 and 2126 Con't.

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b. [] Executive Officer, Office of Personnel, in a memorandum dated 20 July 1955 expressed the following opinions in regard to Suggestion No. 1513. While the suggested revision of the Travel Order Form was basically good, other changes than those proposed were desirable because of subsequent changes in statutory requirements and administrative procedures. A ditto or similar process style of preparation would not be more advantageous from the cost standpoint and the Office of Personnel is not staffed to assume the workload involved in performing the duplicating service. An award was recommended based on intangible benefits to a limited number of individuals resulting from more convenient arrangement and spacing of items on the TO Form.

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c. [] Technical Accounting Staff, evaluated Suggestion No. 2126 and recommended its rejection as impractical because it would create the following problems,

- (1) Cause possible duplication of an advance by confusion over which copy constitutes an original approval.
- (2) Cause loss of control as to when the advance of funds would be granted in relation to the actual travel time.
- (3) Involve the very likely possibility that information on the reverse side of a document will be overlooked. Since the Request for Advance constitutes a certified document authorizing payment and becomes a disbursing record and receipt for cash paid out, it is important that this continue to be a separate document for the record.

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d. EE Admin Officer, [] submitted an evaluation of No. 1513 and 2126 dated 1 October 1956, his comments based on the practices and procedures of that Division. EE Division prepares, by electric typewriter, only one set of orders (12 copies) which satisfies its requirements. These Travel Orders are prepared on a centralized basis in the Budget Section based on requests from other components of the Division. In the opinion of the Division, use of pre-printed ditto would involve more work than the present system, requiring additional equipment and personnel. The Division needs no additional space under "Special Provisions" and does not require a section on the form for budget officer use inasmuch as the present form contains the necessary information and the TO number is used as the obligation reference. Merit was found in the recommendation to facilitate forwarding to the field by elimination of words or phrases requiring sterilization and by provision for inclusion of space for pseudos. However, the Division is forwarding copies of TO's to the field and the need for substituting pseudos for true names.

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9. [] Assistant SSA-DD/S, in a memorandum to the Executive Secretary SAS dated 3 January 1957, stated that Suggestion No. 1513 would benefit only FE Division and would therefore not appear appropriate for Agency-wide adoption. [] further indicated that FE Division is currently in the process of centralizing the issuance of Travel Orders in the BF Section and that this action should eliminate its requirement for more than 12 copies of the Travel Order.

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3. On 10 January 1957, [] presently with the Building Planning Staff, formerly Assistant Management Officer DD/S Area, provided the following information in regard to his memorandum of , March 1955 in which it was estimated that \$15,000 in savings would result if Suggestion No. 1513 were adopted. The savings estimate was based on the supposition that the proposed travel order form and procedure would be used on an Agency-wide basis and that there was a need for more than 12 copies of each travel order. Inasmuch as [] Assistant SSA-DD/S, indicated in his memorandum of 3 January 1957 that the suggestion would only benefit FE Division, the estimate was overstated. Further, since [] also advised that FE Division is currently centralizing its issuance of Travel Orders to eliminate the need for more than 12 copies, that the entire savings estimate was no longer relevant.

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4. [] Assistant SSA-DD/S, advised on 14 January 1957 that the centralization of Travel Order issuances in the BF Section of the FE Division was part of an overall centralization of administrative functions in that Division and was not due in any way to the suggestions of [] contained in SAS File No. 1513.

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5. It is recommended, in view of the evaluations and comments received concerning Suggestions No. 1513 and 2126, that both be rejected for reason of impracticality and lack of application to Agency procedures.

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23 January 1957

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Suggestion No. ^{W-}2732

Date of Suggestion: 11 January 1957

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| | | | |
|---|----------------------|----------------|-------|
| <div style="border: 1px solid black; width: 150px; height: 30px; display: inline-block;"></div> | Engineering Division | Mech. Engineer | GS-11 |
| | Engineering Division | Mech. Engineer | GS- 9 |

A. Summary of the Suggestion:

See attached exhibit A.

B. Evaluation of the Concerned Office:

See attached.

C. Recommendation of the Executive Secretary:

Approval. Total cash award of \$125.00 to be divided equally between the two suggesters. \$100.00 for intangible benefits (moderate-local) and \$25 for tangible savings of \$436.00 (120 hours of GS-12 @\$3.64 per hour)

*OK - \$15 for each
of 2.*

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10 January 1957

MEMORANDUM FOR: Executive Secretary, Suggestions
Awards Committee

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SUBJECT : Employee Suggestion # 31-W, Submitted by



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1. It was suggested that an electric motor-driven gate be installed at the service entrance of Building [redacted] (Copy of suggestion attached; Exhibit A.) A copy was submitted under cover of a memorandum dated 12 December 1956. (Copy attached; Exhibit B.)

2. The suggestion, at the time it was submitted, was an entirely new idea.

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3. If the suggestion had been adopted, the most important benefits would have been derived by the Research and Development Laboratory, since it would have eliminated work stoppages of highly paid electronic engineers to open and close the loading gate at [redacted] (See copy of memorandum from Chief, Research and Development Laboratory attached; Exhibit C.)

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4. To adopt the suggestion, as submitted, would have created an unguarded means of entrance to this building which would have defeated the security in effect.

5. The suggestion, as submitted, if adopted, would have contributed to a saving of at least ten (10) man-hours per month; GS Grades 9-12. It would not have lessened the requirement for personnel or released personnel for other duties. The morale would have been bettered.

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6. The [redacted] Suggestion Awards Committee did not recommend the adoption of the suggestion since it would have presented a security problem.

25X1 7. The suggestion was not adopted as presented, []
25X1A [] recommended an alternate plan
which has eliminated the problem brought out in the suggestion.
(Copy of recommendation attached; Exhibit D). []
[] accepted the recommendation and work was completed 9 January 1957.

8. Although the suggestion was not adopted, the [] Suggestion
Awards Committee feels that a cash award to the suggestors is
appropriate inasmuch as the suggestion did point out: (1) an
unsatisfactory situation; (2) caused an extensive survey to be
made and (3) resulted in specific steps being taken to eliminate
the problem.

9. Changing the perimeter fence at [] to enclose the
approach roadway from a point just below [] service gate
has contributed to:

- a. More efficient operation of the
guard force.
- b. A saving of a minimum of ten (10) man-
hours per month for personnel in
Grades GS-9 and above.
- c. Better morale among employees of
the Research and Development
Laboratory.
- d. A most definite increase in security.

25X1A 10. In view of the above and also attachments, Exhibits A-D,
the [] Suggestion Awards Committee recommends for approval a cash
award of \$100.00 to be divided equally between the suggestors. It
was determined that the degree of intangible benefits falls within
the category "Moderate" and extent of application within the category
"Local."

[]
Executive Secretary
Suggestion Awards Committee []

Exhibit A

Suggestion # 31-W

SERVICE ENTRANCE GATE TO

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The opening and closing of the above-mentioned gate is one of the duties of security men assigned to this task. The gate is opened an average of one and one-half times in an eight hour period according to a two month survey carried on during March and April of this year. The time spent to open and close the gate averaged 10 minutes per time. The Station Guard on duty informs the secretary in , who in turn notifies the individual on security each time the gate has to be opened. This means an interruption of his laboratory duties, time to get the key, walk to the gate, open it, close it, return the key to the safe from where it was obtained and go back to his duties. The time an individual actually spends away from his duties is about double the figures stated above. These men have base salaries of \$5500 a year per annum, or \$2.64 per hour. This added responsibility means a waste of approximately \$26.64 per month.

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The specifications and contracts have been drawn up to change the heating system and add air conditioning to by an "outside" company. This work is slated to be started and finished during the next year. This will mean an addition of at least two, and probably more, openings and closings of the gate each day to admit workmen and their trucks and supplies to the building. These added openings and closings will up the average to three plus each day, or a waste of twice as much or more time than that amount stated above.

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Our suggestion is to install an electric motor driven gate which can be operated from the office of the secretary and/or from a position just inside the service entrance of the building. The gate is visible from the windows of the above-mentioned office and will entail little effort on her part to operate the motor switch controls.

The price of a gate of this type is unknown to us due to our limited knowledge in this field. However, complete installation cost should be considerably less than one year's waste of \$330 as outlined above. This gate will be more secure than the padlock now in use for the gate cannot be opened without operation of the motor.

Exhibit B

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12 December 1956

MEMORANDUM FOR: Secretary, Incentive Awards Committee

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SUBJECT : - Employee Suggestion # 31-W

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1. In May 1956, two Agency employees permanently assigned to the Office of Communications, Research and Development Laboratory/, submitted a suggestion assigned No. 31-W. (Copy attached)

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2. The suggestion as presented will not be adopted, but the have recommended an alternate plan which would eliminate the problem brought out in the suggestion. (Copy of Recommendation Attached)

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3. The Incentive Awards Committee feels that, although the suggestion will not be adopted as presented, a cash award is still in order inasmuch as the suggestion did point out:

- (1) An unsatisfactory situation
- (2) Caused an extensive survey to be made
- (3) And will result in specific steps being taken to alleviate the situation

4. Your views and recommendations on the matter will be appreciated.

/s/
Secretary, Incentive Awards
Committee

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Exhibit C

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MEMORANDUM FOR: Secretary, Incentive Awards Committee, 28 December 1956

FROM : Chief, Research & Development Laboratory

SUBJECT : Employees' Suggestion for Automatic Gate Control

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REF : [REDACTED]

1. The reference suggestion was submitted 9 May 1956 in an effort to relieve Laboratory personnel of the responsibility for opening and closing the loading gate at [REDACTED]

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2. The monetary savings realized by adopting the reference suggestion are secondary to the intangible benefits to be gained by accepting the plan as stated. The most important of the intangible benefits to be considered is the elimination of work stoppages of highly paid electronic engineers who must accept gate duty as part of security officer duty. The Laboratory is heavily burdened with projects with deadlines and any interruption in the work schedule is intolerable. The morale problem incurred should not be ignored. Being assigned to gate duty, especially in inclement weather, is not conducive to high morale among employees charged with the responsibility of maintaining a rapid response source for specialized equipment.

3. A new survey of the time expended by engineering personnel on gate duty during August, September, October, November, and December has been made. Results of the survey indicate that the number of times the gate is opened and closed daily is increasing and this increase is not attributable to outside engineering firms working in the building. An increase in Laboratory activity is largely responsible.

4. Plans for re-fencing the gate area [REDACTED] have eliminated the necessity for having the loading gate for [REDACTED] opened or closed. However, the reference suggestion was effective in focusing attention on a problem which has been solved with more benefits than originally visualized.

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Exhibit D

RECOMMENDATION

It long has been recognized that existing procedures for control of the service gate at [] are undesirable from the standpoint of both security and personnel utilization. A recent study of security controls at all [] Stations, involving distribution of guard personnel and entrance procedures has resulted in a decision which will alleviate the unsatisfactory situation.

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The perimeter fence [] will be changed to enclose the approach roadway from a point just below the service gate. The guard house will be moved below the service gate and when the change is completed, the gate will remain open during normal working hours. Direct control by the guard on duty will be maintained. This gate will then be used for both vehicular and pedestrian traffic and entrance will be permitted by the guard after appropriate check with Laboratory personnel.

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